

# EMPOWERMENT SCHOLARSHIP ACCOUNT

Arizona Department of Education

Volume 1/Issue 2

## Quarterly Expense Report with electronic bank data:

- Attach credentials/receipts
- Classify expenses using the information from bank data.
- Video tutorial/Expense Report Guide will walk you through the process.

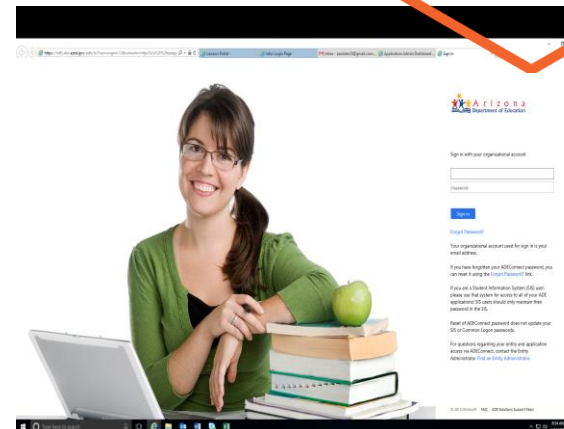
<http://www.azed.gov/esa/training/>

## Additional Parent/Guardian:

If you would like to add an additional parent/guardian to your account, proof of guardianship is required (birth certificate, adoption paperwork or other legal documentation).

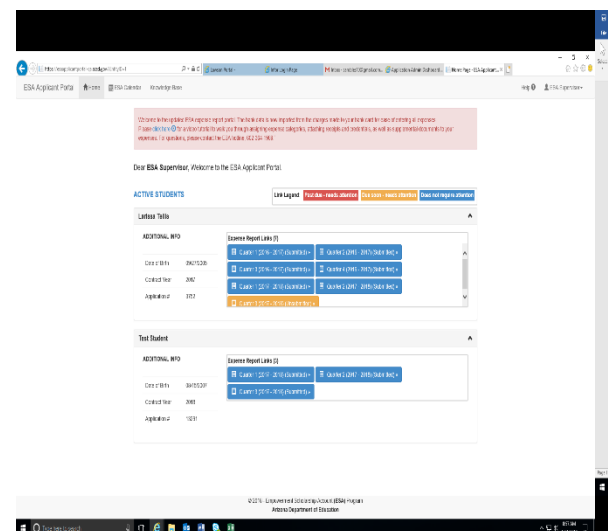
## Disallowed expense repayment:

Repayment may be sent with application ID and student's name to the below physical address.



**REMINDERS: Quarter 3 Expense Reports due March 20, 2018.**

Arizona Dept. of Education  
Bin 41  
1535 W. Jefferson St.  
Phoenix, Arizona 85007



# Applying for ESA

**Reminder: If you are currently on the ESA Program, you do NOT need to reapply for the 2018-2019 school year. A 2018-2019 contract will automatically be sent to parent/guardian on June 1, 2018 if in compliance with the current contract.**

With the video tutorial for Quarter 3 Expense Reports, the step-by-step video tutorial will make it easier to follow and enter the information that is needed for the expense reports. The fact that each step is shown and explained will make it easier on applicants filling out the reports.

<http://www.azed.gov/esa/training/>

## Expense Report Color Coding

The applicant portal is color coded. If a report is past due it will show up in **red**, if it is due soon and needs attention it will show in **yellow** and if the expense report does not require attention it will show up in **blue**.

The bank data is now imported from the charges made to your bank card for ease in entering all expenses to the expense report. You cannot enter your expenses through the portal on the same day as making the transaction. You must wait for it to post to your account which can take 1-4 days.

Applications for 2018-2019 school year only need to be submitted if new to the program. For applicants already on the program, you will receive a renewal contract on June 1, 2018 if in compliance with the 2017-2018 contract.

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